

Cardiac Emergency Response Team and Plan

Cardiac Response Team:

Cardiac Emergency Response Team Coordinator: April Jones, RN

Front office: Kallie West-Contact family of event

Call 911: Kallie West/Chris Mettlach

Start CPR: First person on scene

Documentation: April Jones

Get the AED: Chris Mettlach/Kallie West

Meet EMS: Zach Staples

Perform Crowd Control: Jeff Kabance

Back up responders: Tanner Rice, April Ellis

Location of AED'S:

Lobby on south wall

Steps to follow during cardiac emergency:

1. If cardiac arrest is suspected, the teacher/staff closed to victim alerts front office and nurse of a "Code AED" in room _____. If person is unresponsive begin CPR.
2. Front office announces alert: "Code AED in _____ classroom, gym, weight room, football field, park, cafeteria, etc. AED team report to location immediately. All staff should contain their students in current classroom until further notice." Designated person will call 911, providing school address 201 North 17th Street, Sarcoxie and give patient condition. Front office staff and the Meet EMS team will facilitate access to the patient for arriving EMS personnel by specifying which door to enter. The Meet EMS person will be waiting for EMS to arrive and escort them to the exact location of the patient.

- a. A. In the event that classroom teachers are members of the cardiac emergency response team, they will need a pre-established backup plan to cover their classrooms.
 - b. It is assumed that teachers will have means to communicate, either by intercom, cell phone or walkie talkie, no matter where on the school grounds they may be.
3. All team members will report immediately to patient. The Get AED member should retrieve the AED en route to the scene, leaving the AED cabinet door open; the alarm typically signals other team members that the AED has been retrieved.
4. If CPR has not been initiated, then the closest CPR trained person begins CPR. If no one is present that has been trained, perform Hands Only CPR by pushing hard and fast in center of chest. Goal is 100 compressions per minute.
5. When the AED is brought to patient's location, press the power-on button, attach the pads to the patient as shown in the diagram on the pads and follow the AED's visual and audible prompts. If shock is needed, the AED will deliver one or more shocks. Continue CPR until the patient is responsive or EMS arrives and takes over.
6. The Documentation member brings walkie-talkie or cell phone to communicate with office and documents events. It should be noted the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and patient's condition when EMS arrived. Form and pen are located in the AED cabinet.
7. Do not turn off or remove AED from patient. Ask EMS if they have a method to download information of event from AED or consider sending AED with EMS to nearest hospital so that record of event is available for emergency room physicians.
8. Crowd control is maintained by staff not directly involved in resuscitation.

9. Front office staff should

- a. contact parent/guardian
- b. if available, a copy of the patient's face sheet should be sent with EMS. If victim is a visitor, please obtain as much information as possible to send with EMS.
- c. contact school district administration and other appropriate departments per school district's policy
- d. Upon transport of victim by EMS, front office should announce "Code AED all clear. Staff may resume normal schedules."

10. Debrief information

- a. Must meet with those individuals involved within 24-48 hours of cardiac event to discuss what happened leading up to event, what things went well, what things proved difficult/confusing, what things need to be improved on.
- b. Assess what or if any changes need to be made to the Cardiac Emergency Response Plan
- c. AED maintenance should be done within 24 hours, order and replace new pads
- d. Receive follow up information on the patient outcome
- e. Complete AED report form (located in the nurse's office) and submit to your Project ADAM coordinator. The AED report form can be found on Project ADAM's website.
- f. Communicate incidence with Project ADAM at Children's Mercy